



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Department of Defense Wage Committee*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Department of Defense Wage Committee* (attached). The Committee will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Committee's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a horizontal line.

James D. Freeman II
Deputy Advisory Committee Management
Officer for the Department of Defense

Attachments
Proposed Charter

CHARTER
DEPARTMENT OF DEFENSE WAGE COMMITTEE

1. Committee's Official Designation: The Committee shall be known as the Department of Defense Wage Committee (hereafter referred to as "the Committee").
2. Authority: The Secretary of Defense, under 5 C.F.R. § 532, the provision of Public Law 92-392, the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), and 41 CFR § 102-3.50(a), established the Committee.
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to the conduct of wage surveys and the establishment of wage schedules for all appropriated fund and non-appropriated fund wage areas, as set out in (4) below.
4. Description of Duties: The Committee, under the provisions of 5 C.F.R. §§ 532.243, 532.209, 532.227 and Appendix A; the Federal Advisory Committee Act of 1972, Public Law 92-292; and the Office of Personnel Management Operating Manual, Federal Wage System, Appropriated and Non-Appropriated Fund, shall provide the Secretary of Defense through the Under Secretary of Defense for Personnel and Readiness, independent advice and recommendations on matters relating to the conduct of wage surveys and the establishment of wage schedules for all appropriated fund and non-appropriated fund wage areas of blue-collar employees within the Department of Defense.

The Under Secretary of Defense for Personnel and Readiness may act upon the Committee's advice and recommendations.
5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness.
6. Support: The Department of Defense, through the Under Secretary of Defense for Personnel and Readiness and the Defense Human Resources Activity, Civilian Personnel Management Service, Wage and Salary Division, shall provide support services as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with reporting requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support, is approximately \$34,624.00. The estimated annual DoD personnel costs are 0.3 full-time equivalents (FTE).

8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all committee and subcommittee meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.
9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's Designated Federal Officer, in consultation with the Chairperson. The estimated number of Committee meetings is fifty-two per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Committee, consistent with 5 C.F.R. §§ 532.227, shall be composed of seven members appointed by the Secretary of Defense. All Council member appointments shall be renewed on an annual basis by the Secretary of Defense.

Committee members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees. With the exception of travel and per diem for official travel, Committee Members shall serve without compensation.

13. Subcommittees: With DoD approval, the Committee is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976, and other governing Federal statutes and regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee; nor can they report directly to the Department of Defense or any Federal officers or employees who are not committee members.

Subcommittee members, who are not Committee members, shall be appointed in the same manner as the Committee members.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: